

NAVSTA NORVA INSTRUCTION 5354.2

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

Ref: (a) OPNAVINST 5354.1D
(b) SECNAVINST 5300.26C
(c) OPNAVINST 5370.2B
(d) CINCPACFLT/CINCLANTFLTINST 5354.1
(e) NAVSTANORVNOTE 1300
(f) COMNAVBASENORVAINST 5354.3

Encl: (1) Policy on Equal Opportunity
(2) Policy on Sexual Harassment
(3) Policy on Fraternization
(4) Policy on Complaint/Grievance Procedures
(5) CMEO Data and Demographics for Annual Assessments
(6) Equal Opportunity (EO) Inspection Checklist
(7) EO Data and Demographics for Quarterly
Discrimination Complaints Assessments

1. Purpose. To promulgate Naval Station Norfolk's Equal Opportunity, Sexual Harassment, Fraternization policies, Complaint/Grievance Procedures, Command Training Team (CTT) and Command Assessment Team (CAT) membership, and Navy Rights and Responsibility (NR&R) Workshop curriculum.

2. Background. Reference (a) is the Department of the Navy's EO Manual. Reference (b) is the Department of the Navy's Policy on Sexual Harassment. Reference (c) is the Department of the Navy's Policy on Fraternization. Reference (d) is the Commander in Chief, U.S. Atlantic Fleet, EO Policy and Program Guidance. References (a), (d), and (f) provide specific guidance and policy for the implementation of CMEO and assign responsibility for implementing all aspects of the program throughout the chain of command.

3. Discussion. The CMEO Program encompasses the following elements: policy, requirements, enforcement, and personnel training in the areas of equal opportunity, sexual harassment, fraternization, and complaint/grievance procedures. Enclosures (1) through (4) provide specific program policy and guidance.

4. Responsibilities. The CMEO Program is the command's method of coordinating, monitoring, and implementing the Navy's Equal Opportunity Program. The program provides the elements necessary to monitor and assess the command's EO climate, conduct EO training, and provide direction and guidance on the command's policy and procedures regarding equal opportunity. A CMEO Officer (E-7 or above) will be appointed to manage the overall program with an Assistant CMEO Officer (E-7 or above) appointed to undertake duties as assigned by the CMEO. The CMEO Officer will act as the command's EO representative and will liaise with the Staff Judge Advocate in command level investigations. The basic elements of the EO Program and the responsibilities of the CMEO Officer are:

a. Command Training Team (CTT). Total command understanding of Navy EO policy can only be accomplished through thorough, consistent, and standardized training to all hands. The CTT is a vital cadre of command middle management personnel that will conduct NR&R and sexual harassment prevention training workshops on an ongoing basis. These managers shall provide the primary motivation for the establishment and maintenance of the equal opportunity environment. The CMEO Officer will observe CTT members' performance and recommend them for certification. Final approval of CTT membership will be made by the Executive Officer. CTT criteria is as follows:

(1) The CTT should be formed of command personnel in pay grades E-6 and above.

(2) Members are to receive training as required by paragraph 5g below.

(3) Members should have at least 18 months remaining in the command.

(4) Members should be able to demonstrate effective communication and team building skills.

(5) Members must be PFT-qualified, have had no NJP's in the past 24 months, and present a sharp military appearance.

(6) Members who have previous equal opportunity, instructor, or facilitation experience are particularly desired.

(7) Members are required to repeat the formal training if they have not conducted an NR&R workshop within 24 months.

(8) Department Heads/Unit Commanders will provide members to the CTT in accordance with the following breakdown (at least one of these members should be an Officer):

<u>Department/Command</u>	<u># of Members</u>
Administrative	1
Billeting	2
Brig (Command)	3
Chaplain	1
CBU-411 (OIC)	2
Port Operations	3
Magnetic Silencing Facility	1
Recreation	1
Security Office	1
Staff Civil	1
Supply	1
TPU (Command)	3

b. Command Assessment Team (CAT). The CAT is responsible for conducting the annual command assessment. The command assessment focuses on EO personnel management practices and can also discover problems and issues related to the quality of life within the command. Enclosure (5) provides the format for the collection of demographic data for the annual assessment. Concurrently, data from additional sources, e.g., surveys, interviews, observations, should also be obtained to assist in determining the command's EO climate. Once specific issues are identified, a systematic approach to address those problems is employed. This requires the CAT to define and analyze the problem, generate and evaluate courses of action, and recommend to the Commanding Officer the most appropriate courses of action. The selected courses of action are then developed into plans of action and milestones (POA&M) and are monitored for effectiveness. CAT criteria is as follows:

(1) Mandatory membership will include the Executive Officer, at least one department head, the Command Career Counselor, Admin Officer, Command Master Chief, Legal Officer, CMEO Officer, Assistant CMEO Officer, and additional members as assigned by the Commanding Officer.

(2) Additional members of the CAT should be representative of the command across categories of race, ethnicity, gender, paygrade and organizational level.

(3) Members are to receive training as required by paragraph 5g below.

(4) Members should demonstrate effective communication and team building skills.

(5) Members should be PFT-qualified, have had no NJP's within the past 24 months, and present a sharp military appearance.

(6) The CAT must meet at least quarterly.

(7) Department Heads/Unit Commanders will provide members to the CAT in accordance with the following breakdown (At least one of these members should be an officer):

<u>Department/Command</u>	<u># of Members</u>
Administrative	1
Billeting	2
Brig (Command)	2
Chaplain	1
CBU-411 (OIC)	2
Port Operations	2
Magnetic Silencing Facility	1
Recreation	1
Security Office	1
Staff Civil	1
Supply	1
TPU (Command)	2
Legal	1

c. The Navy Rights and Responsibility (NR&R) Workshop. The NR&R Workshop's purpose is to provide instruction in the following areas: Navy Regulations, the Uniform Code of Military Justice, the Manual of the Judge Advocate General, the Navy's Core Values, various Navy policies, equal opportunity, assignment of women in the Navy, management of pregnant service women, sexual harassment, fraternization, rights, responsibilities, accountability and privileges, aspects of communication (e.g., active listening, feedback, stereotypes, barriers, language differences, filters), and grievance/redress procedures.

(1) This is accomplished by emphasizing and clarifying the responsibility of the chain of command toward each individual in the Navy and the individual's responsibility toward the chain of command.

(2) A NR&R Workshop is required for all permanent personnel within 90 days of reporting aboard. Additionally, all hands are to annually attend a NR&R Workshop to ensure sustained emphasis on EO and total command understanding of the program's policies. The annual workshop will encompass a review of updated EO policy, a discussion of Navy and command specific issues, and a discussion on the proper procedures for lodging complaints and grievances. These workshops will be conducted monthly by the CTT; quotas can be obtained through the departmental training officer.

d. Sexual Harassment Prevention Training. Annually, all military and civilian personnel will attend sexual harassment prevention training. The training focuses on identification, prevention, resolution, and elimination of sexual harassment. This training will be conducted monthly by the CTT; quotas can be obtained through the departmental training officer.

e. Inspections. The CMEO Program is a special interest item during command inspections as conducted by the Immediate Superior in the Command. Enclosure (6) should be used as guidance for the inspection. The CMEO Officer is responsible for ensuring compliance with this instruction.

f. Complaints/Grievances. The CMEO or Assistant CMEO Officer will provide guidance and assistance during the complaint/grievance for discrimination/sexual harassment complaints. Procedures are detailed in enclosure (4).

g. Training. The CMEO Officer will ensure that all CTT and CAT members receive formal training as offered by the Chief of Naval Education and Training through Fleet Training Center, Norfolk. They will also complete the Navy Equal Opportunity Correspondence Course (NAVEDTRA 13099-D) and the Human Behavior Correspondence Course (NAVEDTRA 10058-C (S)) within three months after completion of the CAT or CTT Indoctrination Course. The CMEO and Assistant CMEO Officers will attend both indoctrination courses as well as complete weekly (at a minimum) Plan of the Week notes as part of ongoing General Military Training. All members will be appointed in writing and training documented in the member's service record.

h. Reports. The CMEO Officer will insure that reports are submitted as required. A quarterly report is to be forwarded to

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CINCLANTFLT, using enclosure (7), on data regarding discrimination and sexual harassment complaints.

5. Action. Department Heads/Unit Commanders will provide a replacement for members, as required, to supplement the requirements as set forth above, as well as provide support for any additional volunteers from within their departments/units.

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